BUSINESS COMMUNICATIONS I TEST #220 (2005 - 2006) Summary Score Sheet

I verify that this is an accurate record of the studer	nt performance	objectives. D	ate		Period		_ School		
Teacher Name (Print)			Tea	acher Signature	Э				
(Copies of this sheet must be kept on file at the so	hool for TWO	ears, by the te	eacher, and the	school CTE T	esting Coordin	ator.)			_
Indicate student achievement on each required performance objective. (The number on this score sheet corresponds to the number listed on the Business Communications I, #220 Performance Skills Evaluation Checklist.) 1 = not skilled, 2 = limited skill, 3 = moderately skilled, 4 = highly skilled (Mark Y in last column if student has achieved at least a 3 or 4 for every objective.) Name	I. – Identify the Communication Process and practice nonverbal	2. Use correct grammar and mechanics.	3 – Use Oral Communication Skills.	Develop and use vocabulary composed of business and technical terms.	5 – Compose an email, several letters and memos.	6 – Practice listening skills.	7 –Use appropriate interpersonal communication skills.	8– Use technology to enhance and perfect communications.	Competent in every performance objective?